

Procedure PR2 - Acknowledgement of Funding Sources and Affiliations Procedure

Date Approved:	20/09/2019	Version:	2
Effective Date:	20/09/2019	Procedure Author:	Information Services and Research Support Manager
Review Date:	2022	Procedure Owner:	Deputy Director, Science Integrity and Ethics
Status:	Approved	Department:	Information Services & Research Support
Parent Policy:	Policy and procedures for good scientific practice	Key Words:	

1. Purpose

To ensure affiliation(s) are correctly listed and that appropriate acknowledgement is given for any funding support on all scientific papers, book chapters, press releases and other publications from the Institute.

2. Scope

This procedure applies to all Institute staff and students.

3. Procedure

The Walter and Eliza Hall Institute of Medical Research relies on funding agreements that exist between the institute and its funding providers require that the Institute and its researchers acknowledge the source of their funding.

Each agreement is different, and where you have entered into a funding agreement you need to be aware of the acknowledgement obligations and ensure they are complied with. In some cases, further funding is conditional upon compliance with the acknowledgment obligations e.g. Victorian State Government Operational Infrastructure Support.

In addition, many journals require that sources of funding and competing interests are declared. Further, most Institute researchers have an affiliation with the University of Melbourne or other research institutions. These affiliations should also be acknowledged e.g. The University of Melbourne.

1. Funding Sources

All scientific papers, book chapters, press releases and other publications from the Institute must acknowledge all funding sources (both indirect and direct) that supported the work being described.

1.1 All scientific papers and other written reports of research carried out at the Institute need to acknowledge that the Institute receives infrastructure funding from the Victorian and Australian governments.

This acknowledgement should take the form: *This work was made possible through Victorian State Government Operational Infrastructure Support and Australian Government NHMRC IRIISS.*

1.2 For scientific papers and written reports where the direct funding scheme has a specific name or grant number, that name and the specific grant number should be cited. An example is the following:

This work was supported by the National Health and Medical Research Council, Australia (Program Grant 366592, Project Grant 221516 and Fellowship 55172 to GSK), the National Institutes of Health, Bethesda, Md (RO1 Grant CA235225).

2. Affiliations

All press releases and publications from the Institute should list all significant affiliations of the researchers involved when those affiliations are relevant to the work being described. Honoraries and PhD students of the University of Melbourne must include reference to the relevant University Department, e.g. Department of Medical Biology University of Melbourne. Separate affiliations should be indicated by appropriate superscripts to ensure recognition of different entities. Examples for scientific papers and conference posters follows:

Mary Smith^{1,2,3}

1. *The Walter and Eliza Hall Institute of Medical Research, Parkville, Melbourne, VIC*

3052 Australia

2. *University of Melbourne, Department of Medical Biology, Parkville VIC 3052*

VIC 3052 Australia

3. *Bioinformatics and Cancer Genomics Laboratory, Peter MacCallum Cancer Centre, Melbourne, VIC, 3000, Australia*

Sally Jones^{1,2}

1. *The Walter and Eliza Hall Institute of Medical Research, Parkville, Melbourne VIC 3052 Australia*

2. *University of Melbourne, School of Mathematics and Statistics, Parkville, VIC 3010, Australia*

4. Roles and Responsibilities

The Information Services & Research Support Manager will monitor compliance as directed by Senior Management, Deputy Directors and the Director.

5. Evaluation and Monitoring

This procedure will be monitored and evaluated for ongoing effectiveness by the Information Services & Research Support Manager

6. Supporting Information

6.1. References

NA

6.2. Related Policies

[Policy & Procedure for Good Scientific Practice](#)

Version History

Approved By	Approval Date	Effective Date	Approval Notes	Version
Institute Librarian	1/08/2011	2/08/2011	New Guideline	1
Information Services & Research Support Manager	20/09/2019	20/09/2019	Changed to Procedure & updated to new template as part of policy project 2019	2